



E-FILING: USING THE COURT’S ELECTRONIC CASE FILING SYSTEM (CM/ECF) AND PACER

What is CM/ECF?

All of the filings and information about a case are maintained in the Court’s electronic case filing system, or CM/ECF.

What is e-filing?

Electronic filing, or e-filing, is the process of using the Internet to file documents from your computer. E- filing offers many advantages, including convenient access to Court records, elimination of postage expenses, and less administrative work.

Am I required to e-file?

Attorneys are required to file documents electronically. Pro se litigants are not required to e-file, but may choose to do so. Pro se litigants must get permission from the Court to join the e-filing system.

What are the technical requirements for e-filing?

In order to fulfill the technical requirements for e-filing, you must have access to:

- A computer, Internet access, and e-mail on a daily basis so you can e-file your documents and receive notifications from the Court.
- A scanner to scan documents that are only in paper format (like exhibits).
- A printer/copier because each document you e-file will need to be sent to the judge in hard copy.
- A word-processing program to create your documents (such as Microsoft Word).
- A .pdf reader and a .pdf writer which enable you to convert word processing documents into .pdf format. Only .pdf documents are accepted for e-filing. Adobe Acrobat is the most common program used. The reader (Adobe Acrobat) is free, but the writer is not. Some word processing programs come with a .pdf writer already installed.

More information and resources regarding these technical requirements are available on the Court’s website in Administrative Order No. 167, Administrative Practices and Procedures for Electronic Case Filing, available at:

How do I receive permission to e-file?

You can request permission by filing a motion for permission to join the e-filing system.

If you receive permission to e-file in one case, that does not mean the Court gives you permission to e-file in another case. You must seek permission by the Court to e-file in each case.

If I receive permission to e-file, what am I required to do next?

If you receive permission to e-file, you must complete training on electronic filing provided by Court personnel. Training is offered at the courthouse on a regular basis. Please see the Court’s website at www.tnmd.uscourts.gov for a current training schedule or call (866) 720-TNMD or (866) 720-8663.



Now that I've completed my e-filing training, what can I access?

If the Court permits you to e-file and you satisfactorily complete your training, you will be permitted to file documents in your case online at the Court's electronic case filing (ECF) website. You also will be able to view case dockets and documents through the PACER website.

What is PACER?

PACER stands for "Public Access to Court Electronic Records." It is a service of the United States Courts.

How do I sign up for PACER?

To establish a PACER account, you can sign up online at:

<https://pacer.psc.uscourts.gov/pscof/regWizard.jsf>

Or, you can call (800) 676-6856 to obtain a PACER registration form by mail. If you provide your credit card information at the time of registration, you will receive an e-mail with instructions on how to retrieve your log-in information. If you do not provide your credit card information at the time of registration, you will receive log-in instructions by mail. Please allow two weeks for delivery.

Does PACER cost me anything?

There is a small fee to view documents in PACER.

What if I have questions about ECF?

The ECF Help Desk can help answer your technical questions, but will not be able to help you file. You can reach the Help Desk by calling (615) 695-2888, (866) 720-TNMD. The Help Desk will answer your questions from 8:00 am to 5:00 pm, Monday – Friday.

What if I have questions about PACER?

If you have problems with your PACER account, please call the PACER Service Center at (800) 676-6856. The Court can help you with ECF questions, but cannot help with problems with your PACER account.